

## **Minutes**

Kingston Fire District  
Board of Wardens' Meeting/Workshop  
January 14, 2010

**Present:** Wardens Elizabeth McNab, Lori Horton and Vincent Rose, also present were Chief Nathan Barrington and Office Manager Jodi Hall.

**Absent:** Wardens Donald Cobb and Robert Ferraro

**Others Present:** There was no one else present.

**Call to Order:** President McNab called the Board of Wardens' Meeting/Workshop to order at 6:40 p.m.

**New Business:**

**Resignation of the Deputy Chief:**

**Motion:** Rose made and Horton seconded a motion to accept the resignation of Deputy Chief Notarianni submitted on January 1, 2010

The motion passed unanimously.

**Appointment of Thomas Reed as Deputy Chief:**

**Motion:** Rose made and Horton seconded a motion to accept the Appointment of Thomas Reed as Deputy Chief.

The motion passed unanimously.

**Increase in Chief Barrington's Stipend:** Chief Barrington indicated that due to the various changes and focus on completing the policy and SOG's he has been increasing his workload

**MOTION:** Horton made and Rose seconded a motion to approve an increase of Three Hundred 00/100 Dollars (\$300.00) to Chief Barrington's monthly stipend

The motion passed unanimously.

**Monthly Stipend for Deputy Chief Reed:** Chief Barrington discussed that new role and responsibility that Reed would be taking on as Deputy Chief along with his current Fire Marshal duties.

**MOTION:** Rose made and Horton seconded a motion to approve a One Thousand Six Hundred 00/100 Dollars (\$1,600.00) monthly stipend for Deputy Chief Reed.

The motion passed unanimously.

**Policies and/or SOG's to be distributed for review for next meeting:** There were none presented at this meeting but some will be submitted for next meeting.

**Old Business:**

**Review of policies:**

**Tax Collector's Job Description:**

**MOTION:** Rose made and Horton seconded a motion to approve and post the policy for the Tax Collector's Job Description (10-003-10-15).

After discussion Horton made and Rose seconded a motion to table the description for revisions, which passed unanimously.

**Tax Assessors' Job Description:**

**MOTION:** Rose made and Horton seconded a motion to approve and post the policy for the Tax Assessors' Job Description (10-004-10-15).

The motion to approve and post the job description passed unanimously.

**Treasurer's Job Description:**

**MOTION:** Horton made and Rose seconded a motion to approve and post the policy for the Treasurer's Job Description (10-005-10-15).

After discussion Rose made and Horton seconded a motion to table the description for revisions, which passed unanimously.

**Office Manager's Job Description:**

**MOTION:** Rose made and Horton seconded a motion to approve and post the policy for the Office Manager's Job Description (10-006-10-15).

After discussion Horton made and Rose seconded a motion to table the description for revisions, which passed unanimously.

**KFD Auditors' Job Description:**

**MOTION:** Horton made and Rose seconded a motion to approve and post the policy for the KFD Auditors' Job Description (10-007-10-15).

The motion to approve and post the job description was passed unanimously.

**Communications:** There were no communications.

**Information:** There was no further information presented.

**MOTION:** Rose made and Horton seconded a motion to adjourn.

The motion passed unanimously.

The meeting/workshop adjourned at 8:02 p.m.

Respectfully submitted,

Jodi Hall  
Office Manager